

**CITY OF GLOUCESTER – SPECIAL EVENTS PERMIT**

**NAME OF EVENT:** \_\_\_\_\_

**DATE OF EVENT:** \_\_\_\_\_

**Special Events**

Permitting is required for most types of special events. A “Special Event” is an event open to the general public; it can be held on public or private property; it may feature entertainment, amusements, food & beverages; it may be classified as a festival, road race, parade or walk-a-thon. A special event in the City of Gloucester, depending on the size and nature of the event, may require a number of permits or approvals from various departments within the City before it is officially approved and is granted a “special event” permit. Furthermore, special events are also governed by the Gloucester Code of Ordinances §11-8 and §11-10.

In order to assure that the City, as well as the special event applicant, has as much information as needed before beginning the permitting process, the City requires the applicant to come to the **City Clerk** first to arrange to be placed on the Special Events Advisory Committee agenda. The applicant **must complete** a Special Events Application form in advance which includes:

- Date of Event; hours of Event; Rain Date;
- A detailed site plan or map of the area showing all locations for the following: all American with Disabilities Act (ADA) accessibility; pedestrian and fire access; dimensions of stages & tents; type of equipment or generators and the placement of any vendors and any portable toilet facilities; site plan/map must be 8-1/2 x11 inches and be legible – capable of copy reproduction;
- If the site of the event is privately owned, a letter from the landlord or property owner giving the applicant the right to use the property is required;
- If the event is featuring entertainment, you need to list all performances;
- If the event is featuring amusements, you need to list **all** rides & games;
- If this is the “first year” of your event, please attach any letters of support from local community and business organizations;
- A list of all vendors including food and if propane is to be used. Vendors will need state or city vending license before date of event and Health Department approvals unless they are excluded under state laws or regulations;
- Certificate of Insurance listing City as the insured (Certificate Holder).

After the Applicant presents the application to the Special Events Advisory Committee, and if the Committee determines City Council approval is necessary, the applicant is to submit the completed permit form (download at: [gloucester-ma.gov](http://gloucester-ma.gov) or available in City Clerk’s office) signed and dated with cash or check made payable to the City of Gloucester: \$25.00 for non-profit organizations, \$50.00 for for-profit organizations, at the City Clerk’s office. At that time, an appointment for a review prior to the submission of the permit to the City Council process must be made at the convenience of the City Clerk, in order to begin the approval process. **All first time applicants must file completed application and finalized at least 60 days in advance of their event; annual event applicants must file completed application and finalized at least 45 days in advance. Non-compliance with these filing deadlines may result in denial of the application.**

Most applicants will appear before the Council’s Planning & Development Committee who will give the applicant a list of conditions which **must** be met. If the completed application doesn’t require the P&D Committee approval, then the application including the checklist should be considered complete upon the applicant’s appearance before the Special Events Advisory Committee.

Linda T. Lowe, City Clerk  
Gloucester City Hall, 9 Dale Avenue  
Gloucester, MA 01930  
PHONE: 978-281-9720  
EMAIL: [llowe@gloucester-ma.gov](mailto:llowe@gloucester-ma.gov)

Hours of Service:  
Monday through Wednesday: 8:30 a.m.-4:00 p.m.  
Thursday: 8:30 a.m. to 6:30 p.m.  
Friday: 8:30 a.m. to 12:30 p.m.

Completed copy filed: Date: \_\_\_\_\_ Initial: \_\_\_\_\_ Copy to Applicant: Date: \_\_\_\_\_ Initial: \_\_\_\_\_  
Fee Paid: \$ \_\_\_\_\_ Not Applicable: \_\_\_\_\_ Date: \_\_\_\_\_ Initial: \_\_\_\_\_

Revised: 02/2016

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## CITY OF GLOUCESTER SPECIAL EVENT APPLICATION

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### SPECIAL EVENTS

City Clerk's Office: 978-281-9720 Fax: (978) 282-3051

Name and Type of Event \_\_\_\_\_

1. Date: \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

Rain Date: \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

2. Location: \_\_\_\_\_

3. Description of Property & Name of Owner: \_\_\_\_\_  
Public \_\_\_\_\_ Private \_\_\_\_\_

4. Name of Organizer: \_\_\_\_\_ City Sponsored Event: Yes \_\_\_ No \_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Day of Event Contact & Cell Phone: \_\_\_\_\_  
Official Web Site: \_\_\_\_\_

5. Are street closures required: \_\_\_ Yes \_\_\_ No If yes, where: \_\_\_\_\_

6. Number of Attendees Expected: \_\_\_\_\_ Number of Participants Expected: \_\_\_\_\_

7. Is the Event Being Advertised? \_\_\_\_\_? Where? \_\_\_\_\_

7. (a) Is there a fee charged for tickets/attendance for event participation? Yes \_\_\_ No \_\_\_ List all fees if yes.

8. What Age Group is the Event Targeted to? \_\_\_\_\_

9. Have You Notified Neighborhood Groups or Abutters? Yes \_\_\_ No \_\_\_, Who? \_\_\_\_\_  
Attach a copy of the notification to the abutters to this application.

10. Are you or Profit Organization: \_\_\_ Non-Profit Organization: \_\_\_ Who will benefit financially from this event? \_\_\_\_\_

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#### Activities: (Please check where applicable.) Subject to Licenses & Permits from Relevant City Departments:

A. Vending: Food \_\_\_\_\_ Beverages \_\_\_\_\_ Alcohol \_\_\_\_\_ Goods \_\_\_\_\_ Total No. of Vendors\* \_\_\_\_\_  
(\*Local or State license required)

B. Entertainment: (Subject to City's Noise Ordinance) Live Music \_\_\_\_\_ DJ \_\_\_\_\_ Radio/CD \_\_\_\_\_  
Performers \_\_\_\_\_ Dancing \_\_\_\_\_ Amplified Sound \_\_\_\_\_ Stage \_\_\_\_\_

C. Games/Rides: Adult Rides \_\_\_\_\_ Kiddie Rides \_\_\_\_\_ Games \_\_\_\_\_ Raffle (requires City permit\*) \_\_\_\_\_  
Other: \_\_\_\_\_ Total No. \_\_\_\_\_

Name of Carnival Operator (requires permit and inspection of rides): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

D. Tents: \_\_\_ Yes \_\_\_ No. If yes, how many \_\_\_\_\_ What are the tent sizes: \_\_\_\_\_ (May require permits)

E. Clean Up: No. of additional trash receptacles required \_\_\_\_\_ No. of additional recycling receptacles required \_\_\_\_\_  
(To be provided by and removed by applicant at their expense.)

F. Portable Toilets: (To be provided by and removed by applicant at their expense. Each cluster of portable toilets must include at least one ADA accessible toilet)

No. : \_\_\_\_\_ standard No. : \_\_\_\_\_ ADA accessible

**FOR PARADES, ROAD RACES, BIKE RIDES AND WALK-A-THON EVENTS ONLY**

**PARADE** \_\_\_\_\_

**ROAD RACE** \_\_\_\_\_

**WALK-A-THON** \_\_\_\_\_

1. Name, land line & cell phone number of contact person on the ground Day of Event:  
\_\_\_\_\_  
\_\_\_\_\_
2. Name, Address & 24/7 telephone number of person responsible for clean up if different from above:  
\_\_\_\_\_  
\_\_\_\_\_
3. Locations of **Water** Stops (if any): \_\_\_\_\_
4. Will Detours for Motor Vehicles be required? \_\_\_\_\_ If so, where and what length of time:
- 4A. Are street closures required? \_\_\_\_\_ (This is determined by the Police Department)  
Where? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Start Location & Time for Participants: \_\_\_\_\_
6. Dismissal Location & Time for Participants: \_\_\_\_\_
7. Number of Participants: \_\_\_\_\_
8. Additional **Parade** Information:
  - Number of Floats: \_\_\_\_\_
  - Location of Viewing Stations: \_\_\_\_\_  
\_\_\_\_\_
  - Are Weapons Being Carried(If "Yes", Police approval may be required: Yes: \_\_ No \_\_
  - Are Parade Marshalls Being Assigned to Keep Parade Moving: Yes: \_\_ No \_\_
8. Name and Address of Insurer: \_\_\_\_\_
9. Attach or Provide a Certificate of Insurance naming the City of Gloucester the Certificate Holder.

**CITY APPROVAL (FOR COMMITTEE MEMBERS USE ONLY):**

**NAME OF EVENT:** \_\_\_\_\_ **DATE OF EVENT:** \_\_\_\_\_

You will need to obtain all necessary approvals, permits or certificates from the following Departments: Please note that costs for some City support services during an event are an estimate only. Some Departments may forward an invoice for services rendered at the completion of the event and others may request payment in advance. **NOTE:** Applicants must comply with the Code of Ordinances, Ch. 11 (Vendors) as applicable and as required by City Clerks and/or Licensing Commission and all other applicable ordinances.

**Approvals Required:** Written approvals below should be submitted by time of applicant's appearance before the Planning & Development Committee by this form (below) and if necessary by memorandum or email from the appropriate City staff to the Office of the City Clerk.

Initials of  
Dept. Head/  
Designee

Notes by Department Head or Designee

- |       |   |
|-------|---|
| _____ | 1. Special Events Advisory Committee _____  |
| _____ | 2. Planning & Development Committee _____   |
| _____ | 3. Gloucester Police Department _____   |
|       | Is Police Detail Required? _____ No. of Details _____                                 |
|       | Traffic, Parking & Transportation _____ Street Closure: _____                         |
| _____ | 4. Health Department _____  |
| _____ | 5. Building Inspector _____   |
| _____ | 6. Electrical Inspector _____   |
| _____ | 7. Department of Public Works: _____  |
|       | Use of City Property: Yes/No Location if yes: _____ Permits: _____                    |
| _____ | 8. Gloucester Fire Department _____   |
|       | Is a Fire Detail Required? _____ No. of Details _____ EMS _____ Use of Propane: _____ |
|       | (Attach EMS Memo)   |
| _____ | 9. Licensing Commission (includes vendors) (Through City Clerk: _____                 |
| _____ | 10. Licensing Board (Alcohol): _____  |
| _____ | 11. Harbormaster: _____   |
| _____ | 12. Tourism: _____  |

**The Departments or Committees listed above may have their own separate permit/application process. Applicants are responsible for applying for and obtaining all required permits & certificates from the various individual departments.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_, 20\_\_

### **RESPONSIBILITIES OF APPLICANT**

1. All members of the organizing committee and performers/concessionaires/vendors must adhere to the rules and regulations set forth by all applicable departments.
2. The applicant and concessionaire/vendor are responsible to pay all applicable fees required by applicable ordinances and State law. Any non-payment of fees to any City department will result in the denial of the application or revocation of permits.
3. The applicant is responsible to ensure that there is no illegal activity on the areas under their supervision during the event.
4. All concessions must be stationary and placed in such a way to not hamper the access of pedestrians. They must be placed tight against curbs, not block fire hydrants or sidewalk ramps. Concessions must be moved if in the opinion of City officials on-site they pose a problem for access or public safety. Concessions utilizing compressed gas or generators or propane must comply with the regulations of the City of Gloucester Fire Department and receive approval through the Licensing Commission. Concessions using tents must have Building Inspector approval.
5. Federal & State law requires a minimum of 4 ft. of clear unobstructed sidewalk be available at all times for pedestrians. The applicant must keep sidewalks, ramps and curb cuts clear of any interference from their vendors or their event participants. No storage is allowed on the sidewalk.
6. Any items to be sold must be listed with their prices. All beverages in cans and plastic bottles and must be recycled according to the City of Gloucester recycling guidelines. The use of any type of glass containers is prohibited unless prior approval is granted by the *Department of Public Works*.
7. **All applicants are responsible for filing their applications in a timely manner: First time applicants must file completed application 90 days in advance and have finalized all necessary approvals at least 60 days in advance of their event. Annual event applicants should file completed application 75 days in advance and have finalized at least 45 days in advance. Non-compliance with these deadlines may result in denial of the application.**
8. The applicant **shall indemnify and hold harmless the City of Gloucester and its employees** from any damage it may sustain or be required to pay by reason of said event, or by any reason of any act or neglect by the applicant or their agent relating to such event or by reason of any violation of the terms and condition of this license. The applicant is responsible for any damage to public property caused by the event. Applicant shall also provide a **Certificate of Insurance** at the time of approval by the Special Events Advisory Committee.
10. **The City of Gloucester reserves the right to deny the application at any time.**

*I/We fully understand and agree to all the terms set forth in this application. The information that I/We have provided is truthful and accurate. I/We accept all responsibility related to this event.*

\_\_\_\_\_, 20\_\_\_\_  
Signature of Applicant